

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



July 9, 1998

ALL-COUNTY LETTER NO. 98-52

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CalWORKs CHILD  
CARE COORDINATORS  
ALL ALTERNATIVE PAYMENT  
PROGRAM COORDINATORS  
ALL RESOURCE AND REFERRAL  
AGENCIES

**REASON FOR THIS TRANSMITTAL**

- ☒ State Law Change  
☐ Federal Law or Regulation  
Change  
☐ Court Order or Settlement  
Agreement  
☐ Clarification Requested by  
One or More Counties  
☐ Initiated by CDSS

SUBJECT: REGULATIONS FOR TRUSTLINE REGISTRY AND HEALTH & SAFETY  
REQUIREMENTS FOR LICENSE-EXEMPT CHILD CARE PROVIDERS

REFERENCE: MANUAL OF POLICY AND PROCEDURES (MPP) SECTION 47-600

The purpose of this letter is to provide counties with instructions and forms for implementing emergency regulations for the Trustline Registry and the Health and Safety requirements for California Work Opportunity and Responsibility for Kids (CalWORKs) Stage One child care. In developing these regulations, the California Department of Social Services (CDSS) collaborated with the CalWORKs Child Care Work Group, that includes representatives from the Department of Education (CDE), the County Welfare Director's Association, the California Alternative Payment Program Association and the Resource and Referral Agencies.

As part of the CalWORKs implementation, all former child care regulations were repealed effective June 30, 1998. These emergency regulations became effective July 1, 1998. The regulations exempt grandparents, aunts, uncles, as well as great grandparents, great aunts, and great uncles from Trustline Registry and Health and Safety requirements. These exemptions differ from the exemptions in All-County Letter 98-08, dated February 18, 1998, that did not exempt great grandparents or great aunts/uncles.

At this time, great grandparents, great aunts, and great uncles are not exempt from Trustline or Health and Safety requirements in the CDE administered CalWORKs Stage Two and Three child care. A Stage One family using a great grandparent, or great aunt/uncle child care provider should not experience a break in service upon the transition to Stage Two or Three. These providers transitioning into Stage Two or Three have 28 calendar days from the day Stage Two/Three service begins to submit the appropriate Trustline application documents and meet CDE's Trustline and Health and Safety requirements. If the provider does not meet these requirements within the 28 days, the provider will be ineligible for CalWORKs Stage Two/Three child care payments. Therefore, it is important that local agencies work closely with families during the transition from Stage One to Stage Two/Three to ensure that there is no break in service.

The attached forms have been modified to reflect the new Trustline Registry and Health and Safety Self-Certification exemptions. The Health and Safety Self-Certification (for license-exempt providers) (CCP4) and the Health and Safety Facility Checklist (CCP6) are required forms with substitutes permitted. These two forms meet the requirements of Education Code Section 8358 (a) established through the enactment of Assembly Bill 1542, Chapter 270, (Statutes of 1997). The Declaration of Exemption From Trustline Registration and Health and Safety Self-Certification (CCP1) form is to be completed by license-exempt providers who are not required to register for Trustline or meet Health and Safety self-certification requirements. This form is recommended. Please begin using these revised forms immediately.

In addition, the Department is in the process of revising the Trustline Registry application. Please continue to use the latest version (12/97) of the application until further notice.

Counties can obtain camera ready English or Spanish forms by calling the Forms Management Unit at (916) 657-1907 or CALNET at 437-1907.

If you have any questions regarding this letter, please call your county's CDSS Child Care Bureau analyst at (916) 657-2144.

Sincerely,

***Original Document Signed By  
Bruce Wagstaff on 7/9/98***

BRUCE WAGSTAFF  
Deputy Director  
Welfare to Work Division

Attachment

## **ATTACHMENT A**

If you would like to view the Attachment to this All County Letter, please contact:

California Department of Social Services  
Child Care Programs Bureau  
Attention: Lisa Bozzuto  
744 P Street, M.S. 6-139  
Sacramento, California 95814

(916) 657-2144

(916) 654-1516 (Fax)